

## CHECKLIST and INSTRUCTIONS

**Please complete the attached forms and bring them with you on your first day of employment at BNL**

**Some of the forms ask for your “Life Number” - you will receive your Life Number on your first day of employment and you can complete those sections at that time.**

- ☐ **Persons to Notify in Case of Emergency Card**
  - Please fill in your name at the top of the card
  - Include the names, relationships and contact information for two people we could call in case of an emergency
- ☐ **Form W-4**
  - Plan the number of deductions you will take on your Federal Income Tax before you report to work on your first day; consulting an accountant if necessary
  - Please complete the bottom section of the form and sign
- ☐ **EEO Self-Identifier**
  - The bottom section of the form must be completed and signed even if you choose not to answer the questions
- ☐ **Vietnam Era Veterans, Special Disabled Veterans, Other Eligible Veterans and/or Employees with Disabilities**
  - The bottom section of the form must be completed and signed even if you choose not to answer the questions or if none of them apply
- ☐ **Outside Activities and Conflicts of Interest Policies**
  - Please read pages 1 and 2 then complete the form on page 3
  - Sign on page 4
- ☐ **Computer User Agreement**
  - Please read and sign on the back page
- ☐ **Agreement for Automatic Deposits** – if you would like to have your paycheck automatically deposited into your bank account (s)
  - Please complete the top portion of this form
  - Attach a voided check or deposit slip for each account you would like to deposit your paycheck in
- ☐ **Information/Documents needed to sign up for benefits**
  - Your Social Security Number
  - For spouse: Social Security Number, birth date and marriage license
  - For children: Social Security Number, birth dates and birth certificates or adoption papers